

DD/A REGISTRY
FILE: Personnel-4

7 NOV 1979

MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM : Clifford D. May, Jr.
Acting Deputy Director for Administration
SUBJECT : Career Service Panels for Secretarial
and Clerical Personnel
REFERENCE : Your Memorandum to Deputy Directors,
Subject as Above, dtd 16 Oct 1979
(ER 79-8569) (w/attachment)

In response to referent memorandum and in compliance
with your earlier directive of 13 April 1978, we have re-
viewed our clerical panel system in the Directorate of
Administration and can assure you that all sub-groups in
the DDA have an appropriate panel to administer career
management functions for secretarial personnel GS-07 and
below and all other clerical employees.

Clifford D. May

Clifford D. May, Jr.

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STAT DDA/CMO: [redacted]